

PUBLIC LIBRARIES COMMUNITY OF INTEREST MENTORING PROGRAM

Purpose

This mentoring program provides an opportunity for public library staff to work with library professionals for up to a year to develop their professional skills and explore career pathways. This program has been developed by the Public Libraries Community of Interest, with the support of PEER under the auspices of the Missouri Library Association.

The program has been created for public library staff to:

- Support the development of leadership potential and capability by providing an opportunity for leaders of the future to explore ideas within a safe environment and receive guidance from knowledgeable and experienced professionals
- Provide ongoing opportunities for professional development
- Encourage cross pollination of ideas and create new networks
- Provide a forum to support and encourage career development

Role of the mentee

The role of the mentee in this public library mentoring program is to:

- Enter into a professional relationship with a more senior/experienced mentor
- Consider your career pathway and opportunities
- Seek guidance and advice for your professional development
- Listen with an open mind to new ideas and approaches to problem solving
- Actively participate in and drive the mentoring relationship by preparing issues, questions and scenarios for discussion with your mentor
- Accept constructive feedback in the spirit in which it is given
- Maintain confidentiality
- Accept responsibility for your own decisions and actions
- Sign a mentoring agreement
- Adhere to the contents and activities of the mentoring agreement
- Commit to regular contact with your mentor on at least a monthly basis or as otherwise agreed

Role of the mentor

The role of the mentor in this public library mentoring program is to:

- Assist with the mentee's professional development and growth
- Provide information, guidance and constructive feedback
- Provide support and encouragement
- Encourage self-awareness through discussion of work-related issues and behaviors
- Provide vision to help the mentee see potential opportunities and take action
- Maintain confidentiality
- Be a sounding board for testing ideas and plans
- Give feedback on mentee's plans, decisions and performance
- Encourage the mentee to consider different ways to approach issues
- Sign a mentoring agreement
- Adhere to the contents and activities of the mentoring agreement
- Commit to regular contact with mentee on at least a monthly basis or as otherwise agreed
- Comply with quarterly evaluation from PLCI representative

Mentoring relationships guidelines

The following guidelines will be followed in this public library mentoring program:

- Confidentiality is adhered to at all times
 - Participants accept responsibility for their own decisions and actions
 - Formal mentoring agreements will be signed by both parties in the mentoring relationship establishing the parameters of the relationship
 - The time for meetings may occur outside working hours, or within working hours with the approval/agreement of Library Service Managers
 - Meetings should occur on at least a monthly basis in person, by telephone or email
 - Mentors and mentees are involved in the program on a voluntary basis
 - Any expenses incurred will be borne by the participants, not the mentoring committee or program
 - At any time within the designated program, the relationship between mentor and mentee can be dissolved by either party if circumstances warrant. Contact should be made in the first instance with the mentoring committee to discuss
- Comply with quarterly evaluation from PLCI representative

Eligibility criteria

The eligibility criteria for this mentoring program is:

- Mentors and mentees must be a member of the Missouri Library Association
- Mentors and mentees must either work, have worked, or plan to work in a public library
- Mentors must have at least 5 years of library experience and three years of experience in their current field.